



## **REQUEST FOR QUALIFICATIONS:**

### **RFQ 2018 - 004 Professional Consultant Aquatic Engineering Design & Construction Management Services**

DEADLINE: Wednesday, November 1, 2017  
at 2 p.m.

City of Weatherford  
Parks, Recreation, & Special Events Department

## REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of Weatherford, Texas is requesting Statements of Qualifications for the following:

### **RFQ 2018-004 Professional Consultant Aquatic Engineering Design & Construction Management Services**

**PURPOSE:** The City of Weatherford is requesting written Statements of Qualifications for firms licensed with the State of Texas interested in being considered for providing aquatic engineering design and construction management services for the **Cherry Park Municipal Pool Renovations and Repair Project**. Interested firms may obtain a RFQ packet at the Purchasing Office, 303 Palo Pinto Street, Weatherford, TX 76086, 817-598-4232 during regular business hours. The firm selected shall provide services for a period of 1 year. The Submission of Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, an understanding of the City's needs. The City is not interested in receiving marketing brochures, promotional material, generic narratives, elaborate binding, colored displays, etc. in the SOQs. Emphasis should be placed on clarity and completeness of content and responsiveness to the RFQ requirements.

**DEADLINE:** Deadline for submission is Wednesday, November 1, 2017 at 2 p.m. in the Purchasing Office located at 303 Palo Pinto Street, Weatherford, TX 76086. For more information, contact Purchasing Coordinator, Cathy Coffman at 817-598-4232. Any RFQ received after the time and date specified will not be opened and will be returned. Sealed qualifications should be addressed to: Purchasing Coordinator, 303 Palo Pinto Street, Weatherford, TX 76086 with **RFQ 2018-004 AQUATIC ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES** printed on the envelope.

**NON-COLLUSION:** Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States Law.

**NON-DISCRIMINATION:** Submitters, during the performance of this contract, will not discriminate against any employee or applicant because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation or gender identify in employment or the provision of services. Further, the City prohibits retaliation against a person who files a complaint of discrimination, participates in an office of Federal contract compliance Programs (OFCCP) proceeding, or otherwise opposes discrimination under Federal Law.

**DEBARRED/SUSPENDED:** Submitters that are debarred, suspended or otherwise excluded from or ineligible for participation on federal assistance programs may not undertake any activity in part or in full under this project.

The City of Weatherford is an Affirmative Action and Equal Opportunity Employer. Small (SBE), minority (MBE), and women-owned businesses (WBE) are encouraged to submit qualification statements for consideration.

**SECTION 3:** Preference will be given to Section 3 Businesses/Resident (Section 3, as amended, requires that to the greatest extent feasible, economic opportunities are given to residents and businesses in the area where HUD assistance is received, particularly to those who are of low and very low income). Preference will be given to Section 3 Business Concerns certified by the City. Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with the City must be able to provide a copy of the Section 3 certification letter received and acknowledged by any of the communities as evidence of eligibility for preference under the Section 3 Program. The Section 3 certification letter shall be submitted along with bid packages.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications.

**SUBMITTER DEFAULT:** The City of Weatherford reserves the right, in case of submitter default, to procure the articles of services for other sources and hold the defaulting vendor responsible for any excess cost occasioned thereby.

**PROJECT DESCRIPTION:** The Cherry Park Municipal Pool is located at 302 West Lee Avenue, Weatherford, TX 76086. The General Requirements as follows:

The consultant is required to provide professional services to develop concept and schematic designs, design development, construction documents and specification, cost estimate and construction administration (services) for the Project. All improvements must comply with the Americans with Disabilities Act and Texas Health and Human Services Department Codes. All materials used must meet or exceed the City of Weatherford building codes.

It is anticipated that the construction documents will be completed by January 1, 2018. If feasible, the temporary repair can be done to bring the Cherry Park Pool into compliance with Texas Health and Human Services Department codes and standards and open for business by June 1, 2018 with continued remodeling of Cherry Park Pool to begin by September 1, 2018 after the pool is closed for the season. If the timeframe is not feasible, please state reasons.

**SCOPE OF WORK:** Services will be project specific and may include but not be limited to the design and engineering of a new pool with lap lanes, a leisure pool with zero depth beach entry and children's water play features, enclosed water slides, vortex pool area and other elements typically found in an outdoor family aquatic center of this type and budget as listed below:

**Demolition – Structures – Decking**

- Strip all the plaster and tile from the existing pool surface down to bare concrete
- Demolish all existing pool mechanical equipment and deck equipment
- Remove 3' of decking around the pool perimeter and up to the existing pool mechanical room for the installation of
- Construct a new surge pit (demolition of existing surge pit by others)
- Core drill the pool walls for the installation of gutter dropouts and filtered water return lines
- Form, reinforce and pour a broom finished deck in the areas that were removed to install new plumbing
- Open and seal about 200 feet of cracks in the pool structure
- Remove and reinstall the existing slide

**Pool Piping and Mechanical Equipment**

- Furnish and install all pool piping systems and backfill and compact all trenches
- Furnish and install pipe struts and hangars in equipment room
- Furnish and install VGBA approved main drain sumps, frames and grates
- Furnish and install housekeeping pads for pumps
- Furnish and install pool equipment with high rate sand filter
- Furnish and install pool equipment - valves, pump, strainer, motor
- Furnish a variable frequency drives – Installation by electrician
- Furnish and install flow meter
- Furnish and install chemical monitoring controller
- Furnish and install muriatic acid systems for pH adjustment
- Furnish and install a beach tank
- Install modulating float valve in the surge pit
- Furnish and install automatic fill system
- Furnish and install chemical pumps

**Deck Equipment, Safety Equipment, and Maintenance Equipment**

- Furnish and install stainless steel wall cup anchors
- Furnish and install ADA compliant handicap lift
- Furnish four lifeguard chairs
- Furnish and install six starting blocks with anchors
- Furnish and install a commercial basketball goal
- Furnish and install a commercial volleyball net, posts and anchors
- Furnish and install all grab rails, and associated anchors
- Install ¾ meter commercial diving board base and short stand with 14' diving board
- Furnish safety equipment and maintenance equipment

**Finishes and Markings**

- Furnish and install water line tile
- Furnish and install racing lane markers and wall targets
- Furnish and install perimeter nosing cap tile
- Furnish and install tile depth markers and No Diving Markers
- Furnish and install 3/8" Diamond Brite finish
- Water proof gutter interior with paint

**Startup and Training**

- Furnish close out documents and owner's manuals
- Startup equipment and balance water chemistry
- Provide walk thru training for all equipment
- Coordinate and provide final acceptance by local health department

**Specifically Excluded:**

- Construction and, or erection of non-pool structures
- Pool lights
- Decking other than the decking being removed and re-poured for the installation of new piping
- Mechanical room structure
- Transfer pump for backwashing
- P trap
- Sanitary sewer tie in
- Backwash tank (if required)
- Slide
- Shade structures
- Coping stone or deck cantilever replacement
- Water tightness and structural integrity of existing pool structure
- Electrical grounding and bonding
- All electrical including wiring, installation of VFDs, starters and disconnects
- Junction boxes and conduit
- Code plumbing, venting, gas, sewer or potable water
- Pool heater and heat exchanger (if desired)
- Pool signage
- Bond (bond available at 1.5%)

**PROPOSAL SUBMISSION CONTENTS:** Submitter should demonstrate their understanding of the project, the project needs, work required, and any local issues or concerns. This description should be concise, candid, and limited to 2 pages in length. Submitter must provide a brief statement of qualifications and experience in the following areas:

- a. Engineering certifications
- b. Aquatic engineering designs
- c. Renovation of municipal pool process and procedures
- d. Prior experience with like community projects

Submitter must include 3 references. Fees will be negotiated in accordance with the Professional Services Procurement Act, TX Govt. Code Ann. 2254.001, et seq.

**INSURANCE:** The Firm and their sureties shall indemnify and save harmless the City and all its officials, agents, and their employees from all suits, actions or claims of any character, name and description brought for, or on account of any injuries or damages received or sustained by any person or persons or property, by or from said Respondent or his employee or by or in consequences of any negligence in safeguarding the work or by or in consequence of any negligence recovered under the Worker's Compensation Laws or any other law, ordinance, order or decree.

Prior to contract execution, as further and additional evidence of such indemnification, each Firm shall furnish Certificates of Insurance providing that their interests are adequately covered, and policies must be endorsed to Waive Subrogation Rights and naming the City of Weatherford as "additional insured" and have Cancellation Provisions extended to thirty (30) days in writing.

**NEGOTIATION PROCESS:** Negotiations will be initiated with the most highly qualified provided selected to negotiate a fee. If a mutually satisfactory agreement cannot be reached with the selected provider, negotiations will be formally terminated, and the City will proceed with negotiations with the next most highly qualified provider until a mutually satisfactory agreement is reached.

**RESPONSE EVALUATION CRITERIA:** The Firm's response will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "Response Evaluation Form" as specified in the following:

### **1. Professional Qualifications of Team (20 points)**

The Firm should provide information on their proposed applicable certifications/registrations and other pertinent information that demonstrates their qualification to perform the services in the contract. The Firm shall have experience in performing similar contracts. The Firm should provide resumes of key staff relevant to the requirements of this RFQ to include information about project managers, work experience, education, affiliation and awards.

**\*Minimum Qualifications** – One (1) Certified Engineer with educational background or strong experience in aquatic engineering design, construction management and inspection of aquatic and related structures with less than two (2) years' experience.

**\*Preferred Qualifications** – One (1) Certified Engineer with educational background or strong experience in aquatic engineering design, construction management and inspection of aquatic and related structures with more than 2-4 years' experience.

### **2. Experience/Availability of Project Engineer/Project Manager (30 points)**

The Aquatic Engineer must be a licensed and registered Engineer with the State of Texas with adequate experience in managing projects. A resume' for each person who will have any management responsibility, direct or indirect, for the Project, including but not limited to project executives, project managers, field superintendents and field engineers must be included in the appendix. Scope of relative projects must be included as well with references. Provide detailed information about the company history, primary business, management/organizational details,

and specific architectural experience in the aquatics engineering design market. Highlight experience in performing work such as new projects and additions/renovations. Samples of work that demonstrates experience in aquatic engineering design and expertise in maximizing construction budgets are required. Provide a client list of comparable clients within the last three (3) years and the types of architectural, engineering and construction management service provided to each client. Describe capability to complete projects within defined timeframes from similar outdoor aquatic projects in Texas.

\*Minimum Qualifications – The Aquatic Engineer must have prior experience as a Construction Manager on at least one pool renovation or construction project and have completed as least one project of a similar complexity, type, and size as this project as it is described. The prior pool renovation/construction projects must have been completed within the last ten (10) years.

\*Preferred Qualifications — The Aquatic Engineer must have prior experience as a Construction Manager on at least two pool renovation or construction projects and have completed as least two projects of a similar complexity, type, and size as this project as it is described. The prior pool renovation/construction projects must have been completed within the last ten (10) years.

### **3. Understanding of Project (40 points)**

Provide a general description of the methodology to be used in conducting an addition/renovation project from project inception to completion of construction. Provide a general state of project scheduling and cost estimating within the required environment. Describe the involvement of the Firm with the City to develop scope and quality for the Project to maximize the use of available funds. The response shall include the following: (a) Demonstrate an understanding of the scope of services. (b) Address the approach to complete the scope. (c) Address appropriate Federal/State/Local regulations and policies.

\*Minimum Qualifications – The response must address knowledge and experience of working with multiple entities, such as Texas Department of Health and Human Services, construction contractors, and Building Inspection Departments.

\*Preferred Qualifications — The response must address the approach to complete the scope and identify information to be gathered or obtained and how it will be used in addition to the Minimum Qualifications above. The response must indicate knowledge of state and federal funding programs for projects and identify those applicable.

### **4. Familiarity with Applicable Rules and Regulations (10 points)**

The response should indicate, through experience of Aquatic Engineering Design and Construction Management, that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

\*Minimum Qualifications – The response must contain a narrative that outlines applicable regulations, guidelines, standards and policies.

\*Preferred Qualifications — Suitable examples of previous Aquatic Engineering Design and Inspection of related structures completed, in addition to the Minimum Qualifications above.

## RESPONSE EVALUATION FORM

### Aquatic Engineering Design & Construction Management Services

Selection Criteria	*RIF	**Evaluation (Scale 0–3)	Score
1. Professional Qualification Of Team	(20 PTs)	(      ) =	(      )
2. Experience/Ability of Project Manager	(30 PTs)	(      ) =	(      )
3. Understanding of Project	(40 PTs)	(      ) =	(      )
4. Familiarity with Applicable Rules and Regulations	(10 PTs)	(      ) =	(      )
TOTAL	100%	TOTAL SCORE	_____

Respondent: \_\_\_\_\_

Evaluator: \_\_\_\_\_

\*The Relative Importance Factor (RIF) is the relative importance (or weight) of each criterion as it relates to the specific project.

\*\*The Respondent is to be evaluated with regard to the selection criteria by each committee member, on the basis of a rating system with the following scale:

0 - Does not meet minimum qualifications.

1 - Meets minimum qualifications.

2 – Meets preferred qualifications.

3 – Exceeds preferred qualifications.



